

DOCUMENT RESUME

ED 179 213

IE 007 875

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TITLE Introduction to Bibliography and Research Methods Handbook.
INSTITUTION College of Charleston, S.C. Robert Scott Small Library.
PUB DATE 79
NOTE 53p.
EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS Bibliographic Citations; Biographies; Catalogs; *College Libraries; College Students; Encyclopedias; Federal Legislation; Indexes (Locators); *Information Sources; *Library Research; *Reference Materials; *Research Methodology; Search Strategies

ABSTRACT

Used as a primary text for a required one-hour basic research methods course at the College of Charleston, this handbook is designed to familiarize the student with the basic precepts and tools used in research. Each of the seven chapters represents a different step in the research process: (1) locating background information--encyclopedias; (2) locating books and monographs--card catalog; (3) locating magazine, journal, and newspaper articles--periodicals, periodical indexes, and abstracts; (4) evaluating books, films, and plays--review sources; (5) locating biographical information; (6) tracing government legislation; and (7) citing sources--descriptive bibliography. Call numbers are provided for all reference sources cited, and a flow chart for basic research methodology is included. An appendix presents general information on the College of Charleston libraries, describes the Charleston Consortium, and provides a glossary. (Author/JD)

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INTRODUCTION TO BIBLIOGRAPHY AND RESEARCH METHODS HANDBOOK

THE COLLEGE OF CHARLESTON

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TO THE EDUCATIONAL RESOURCES
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By:

Cerise Oberman-Soroka
Martha Lott Ball

In collaboration with the
library staff of the
Robert Scott Small Library

Revised edition; 1979.

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TO THE STUDENT

RESEARCH PAPER. TERM PAPER. INFORMATION NEEDS. At some point in time each of you will be confronted with the need to locate and utilize information sources. Most of you already recognize the library as the main source of diverse information. Most of you have been inside a library and have probably experienced both satisfaction as well as frustration in using resources. But have you ever wondered: how effectively did I use those resources? Did I spend excessive time locating the information I needed? Did I find all the pertinent material? Just how reliable was the material that I did locate?

The Introduction to Bibliography and Research Methods Handbook is designed to assist you in using the library as a more effective resource, by familiarizing you with the basic precepts and tools used in research. Used in conjunction with the Introduction to Bibliography and Research Methods course, Library 101, this handbook provides basic information which will assist you in manipulating the library's resources.

Each chapter in the Handbook represents a different step in the research process. When these steps are connected, you will have developed the beginnings of a search strategy, a research methodology. Although research patterns may vary from subject to subject, it is essential to be familiar with each of the research steps so that you can select the appropriate means of conducting your research.

More importantly, however, this handbook should aid you in developing the ability to form an effective search strategy which will enable you to approach any research problem clearly and concisely. Sources may differ from library to library, but the method of research remains constant.

You should keep in mind that you will be using the Robert Scott Small Library at the College of Charleston as your laboratory. Therefore, this Handbook is geared to the RSS Library's holdings; this Handbook should not be interpreted as definitive.

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CHAPTER 1: LOCATING BACKGROUND INFORMATION--ENCYCLOPEDIAS

Examine the latest trends in personnel management.

How has "main streaming" changed the educational process?

Investigate the origination of "black holes."

How do you begin researching any of these three typical research topics? Where do you begin? Should you look for books? periodical articles? What do you need to know before you start compiling a bibliography?

Encyclopedias can be of major importance and assistance when you embark on a research topic. If used correctly, an encyclopedia article can present an overview of an unfamiliar subject, provide significant dates, names, relevant terms of a given subject, or put a subject in an historical context. In addition, an encyclopedia article often supplies a current bibliography which can serve as the basis for beginning research.

There are numerous encyclopedias, and choosing the appropriate encyclopedia is usually the most difficult step. It should be noted that there are basically two distinct types of encyclopedias: general and subject. The major difference between these two types is the scope of the encyclopedia.

General encyclopedias attempt to include articles on all areas and branches of knowledge, comprehensiveness is stressed. As a result, general encyclopedias often provide less in-depth information, but broader coverage. Subject encyclopedias, on the other hand, are limited in scope and therefore, can provide a more thorough and in-depth treatment of specific topics. It is to the researcher's advantage to use a combination of both subject and general encyclopedias to insure quality and currency.

When using encyclopedias to gather information, the researcher should be aware of the scope, purpose, currency, and quality of the encyclopedia. The following criteria can be used as a guide to judge the quality of an encyclopedia:

- 1) Currency of material
When was the encyclopedia published?
Is the encyclopedia a new edition or does it have a "continuous revision" policy?
- 2) Quality of articles
Who wrote the article? What are the author(s) credentials?
Is the article current?
Is the article well-written; are concepts and trends presented clearly?

- 3) Bibliographies
Are bibliographies included?
How current are the citations?
- 4) Indexes
How reliable is the index?
Is it thorough?

Listed below are a number of general and subject encyclopedias to guide you in your research. (These do not represent all of the encyclopedias in the RSS Library.)

GENERAL ENCYCLOPEDIAS

- | | |
|---|--------------------|
| <u>Collier's Encyclopedia</u> | REF AE 5 C683 |
| <u>Encyclopedia Americana</u> | REF AE 5 E333 |
| <u>New Encyclopedia Britannica</u> | REF AE 5 E363 |
| <u>Great Soviet Encyclopedia</u> | REF AE 5 B58 |
| Transaltion of the Russian edition; a general encyclopedia which provides background information on a number of topics. | |
| <u>La Grande Encyclopedia</u> | REF AE 25 G69 |
| French language general encyclopedia. Numerous illustrations, charts, maps, and tables (most of them in color). | |
| <u>Brockhaus Enzklopädie</u> | REF AE 27 G672 |
| German language encyclopedia comprised of short articles on a wide range of topics. | |
| <u>Enciclopedia Barsa</u> | REF AE 65 E53 1975 |
| A Spanish language encyclopedia written at an intermediate level. | |

SUBJECT ENCYCLOPEDIAS

- Marxism, Communism & Western Society - REF AE 5 M27
- Encyclopedia of Philosophy - REF B 41 E5
- Encyclopedia of Psychology - REF BF 31 E522
- Encyclopedia of Witchcraft and Demonology - REF BF 1503 R6
- Encyclopedia of American Religions - REF BL 80.2 E52
- New Catholic Encyclopedia - REF BX 841 N44 1967
- New Cambridge Modern History - REF D 208 N4
- Encyclopedia Judaica - REF DS 102.8 E496

Dictionary of American History - REF E 174 A43

International Encyclopedia of the Social Sciences - REF H 40 A2 I5

A comprehensive encyclopedia aimed at covering topics in the disciplines of anthropology, economics, geography, history, laws, political science, psychiatry, psychology, sociology, and statistics.

Encyclopedia of Management - REF HD 19 H4 1973

Encyclopedia of Advertising - REF HF 5803 G68 1969

Encyclopedia of Banking and Finance - REF HG 151 M8 1973

Encyclopedia of Urban Planning - REF HT 166 E5

Encyclopedia of Social Work - REF HV 35 S6

Encyclopedia of American Foreign Policy - REF JX 1407 E53

Encyclopedia of Education - REF LB 15 E47

Encyclopedia of Higher Education - REF LB 15 I57

Grove's Dictionary of Music and Musicians - REF ML 100 G8863

Encyclopedia of Jazz - REF ML 3561 F4 N4

Encyclopedia of World Art - REF N 31 E4833

Encyclopedia of World Literature in the Twentieth Century - REF PN 774 L433

McGraw-Hill Encyclopedia of World Drama - REF PN 1625 M3

Literary History of England - REF PR 83 B3 1967a

McGraw-Hill Encyclopedia of Science and Technology - REF Q 121 M3

Van Nostrand's Scientific Encyclopedia - REF Q 121 V3 1976

Encyclopedia of Bioethics - REF QH 332 E52

Grzimek's Animal Life Encyclopedia - REF QL 3 G7813

International Encyclopedia of Psychiatry, Psychology, Psychoanalysis, and Neurology - REF RC 334 I57

Encyclopedia of Library and Information Science - REF Z 1006 E57

To locate additional encyclopedias on any given subject, check the subject card catalog under the appropriate subject heading, then "--Dictionaries and Encyclopedias."

CHAPTER 2: LOCATING BOOKS & MONOGRAPHS--CARD CATALOG

After you have established background information on your subject of research by consulting an encyclopedia, the next step in the research process involves the use of the card catalog. The card catalog serves as the primary access tool to a library's monographic collection. Therefore, availability of materials cited in the bibliography of an encyclopedia article can be checked in the card catalog, and additional material on your subject can be located by using the card catalog. But, do not be mislead, the card catalog can be a tricky resource tool to manipulate if you are not familiar with its organization.

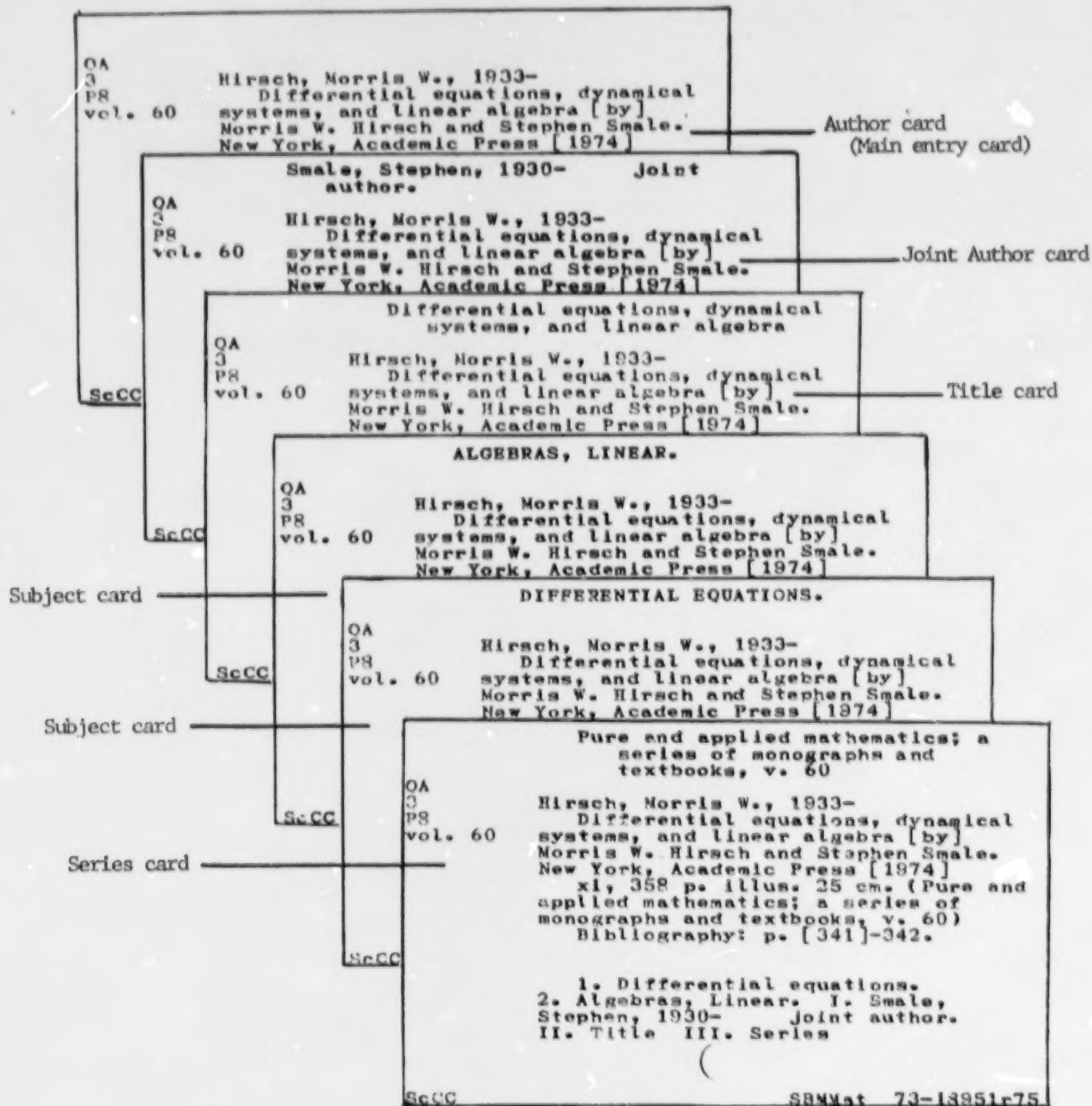
I. SCOPE

The card catalog provides access to all monographs in the library. (It does not provide access to individual shorter works in anthologies such as short stories, poems, plays, essays, etc.)

Monographs can be located by either the author of the work; the title of the work; the subject(s) of the work; and/or the series with which the work is associated. This means that each book in the library is generally represented by at least two cards in the card catalog--author and title--and many books have additional cards which represent joint author(s), subject(s), and/or series.

While a work may be located in the card catalog by cards representing any of its authors, title, or subjects, one main card represents that author who has the primary responsibility for the intellectual content of the work. This card (which may be a title card, but is never a subject card) is called the main entry card. It may be easily identified as the card with its first line of printing beginning at the first indentation and having no other heading typed above the first line.

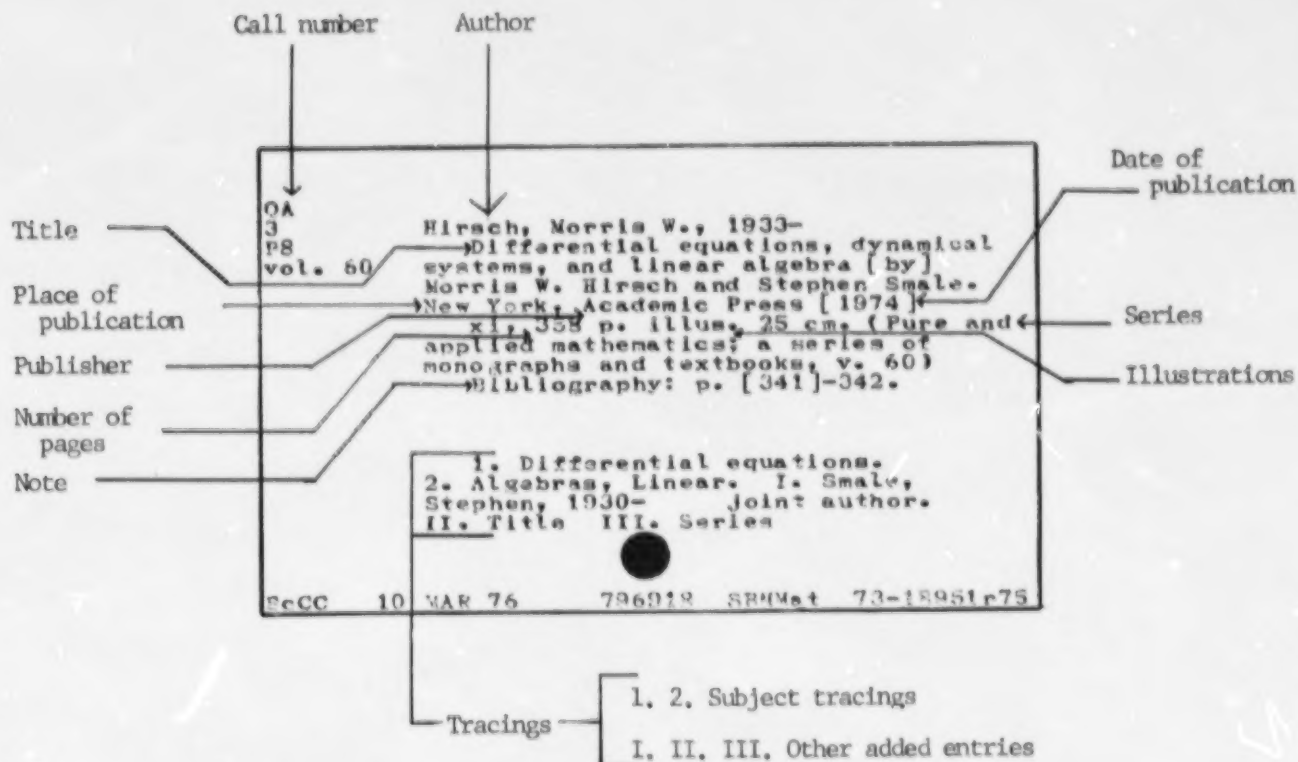
The set of cards below represents one book: there are six ways a researcher can locate this book in the card catalog.



II. THE CARD IN THE CATALOG

The card catalog provides valuable information about the work.

Each part of the catalog card provides the researcher with important information about the work. Time can be saved if the researcher carefully reads and examines the information provided on the catalog card. For instance, in addition to the author and title of the work, descriptive sub-titles, edition statements, series titles, copyright statements, name of publisher, note of illustrations, and subject tracings are found on the catalog card. Each of these items, separately or together, can indicate the usefulness of a particular work.



III. ORGANIZATION AND ARRANGEMENT

The Robert Scott Small Library has a divided card catalog. A divided card catalog separates the author/title cards from the subject cards. (Another common type of card catalog, a "dictionary catalog," interfiles author, title, and subject cards.) Let's explore each part of the divided card catalog.

AUTHOR/TITLE CATALOG: Both author cards and title cards are filed in this catalog. You use the author/title catalog when you know either the author(s) of a work or the title of a work.

SUBJECT CATALOG: The subject catalog enables the researcher to locate materials that the library owns on a given subject. However, to use the subject catalog successfully the researcher must understand that subject headings assigned to books (see card set example) are standardized by the Library of Congress.

IV. THE LIBRARY OF CONGRESS SUBJECT HEADINGS (LCSH)

The Library of Congress Subject Headings book serves as the official listing of words and phrases which are acceptable for use in the subject catalog; it is the key to the subject card catalog. The LCSH book provides consistency within the library's collection, and means that all books treating a given topic will be listed under the same terminology.

The importance of checking in the Library of Congress Subject Headings before attempting a subject card catalog search cannot be overstated. Failure to verify subject headings may result in your thinking that the library has no materials on the subject you need, when in fact the materials are located under an alternative subject headings. (Personal names are not listed in LCSH.)

For example: material on "Oil fields, Offshore" is located under the subject heading "Petroleum in submerged lands" (see example below)

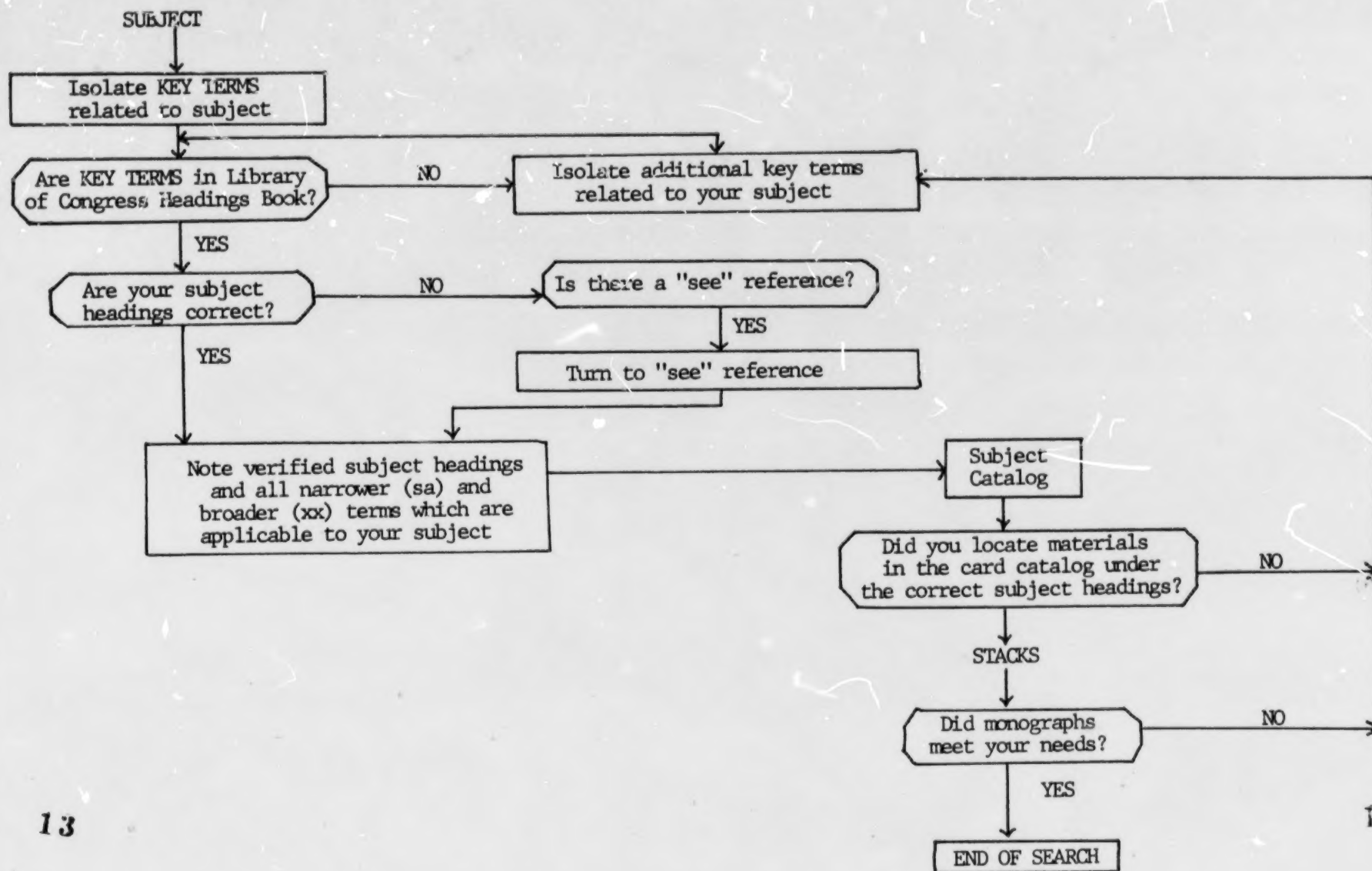
The LCSH will:

- 1) Verify correct subject headings (bold print)
- 2) Direct you to the correct subject headings (see)
- 3) Direct you to narrower subject headings (sa)
- 4) Direct you to broader subject headings (xx)
- 5) Specify subdivision(s) for a subject heading (--)



A thorough search through the Library of Congress Subject Headings is outlined in the following flow chart.

SUBJECT CARD CATALOG SEARCH



V. CALL NUMBERS

Every library usually has a set of special location symbols which appear above the call number. The following location symbols are unique to the Robert Scott Small Library:

REF - Reference Collection

Juv - Juvenile Collection

S.C. - Special Collections

Br.Coll. - Browsing Collection

Ft.J.

MRRI

Marine Science Lab/Ft. Johnson

}

Cooperative Marine
Science Facility

LRC

Audio-cassette

Video-cassette

}

Learning Resources Center

LAC (Library of American Civilization)

LEL (Library of English Literature)

}

Available upon request at
the Circulation Desk

VI. CARD CATALOG FILING RULES

1. The author/title catalog is alphabetically arranged and author and title cards are interfiled. When the author's last name is the same as the first word in the title, the author's last name files first.

EXAMPLE: A book by Friedan, Betty will precede a book entitled Friedan and the Woman's Movement

2. Cards are arranged alphabetically word by word rather than letter by letter.

EXAMPLE: New York precedes Newark

3. Articles at the beginning of the title are ignored, but in the middle of the title they are regarded.

EXAMPLE: The Lady and the Tiger is filed as Lady and the Tiger

but

Man and Forest precedes Man and the Environment

4. Numbers in titles are spelled out as words.

EXAMPLE: Nineteen cats
1950 (nineteen fifty)
Nineteen poems
1975 (nineteen seventy-five)

5. Names beginning with Mc are filed as though they started with Mac.

EXAMPLE: MacBain
McFarlane
Machine
McMurphy
M'Peterson

6. Abbreviations are filed as though spelled in full.

EXAMPLE: Mr. is filed as Mister
St. is filed as Saint

7. Punctuation marks in titles and subject headings are disregarded.

A complete list of rules for card catalogs can be found in the AIA Rules for Filing Catalog Cards, 2nd edition. (REF Z 695.95 A52 1968).

CHAPTER 3: LOCATING MAGAZINE, JOURNAL, & NEWSPAPER ARTICLES: PERIODICALS, PERIODICAL INDEXES, & ABSTRACTS

PERIODICALS

While encyclopedia articles provide useful background information, and monographs provide full length studies, only periodical articles contain information on topics too current to be treated in books, or the latest research and development in a particular field, or contemporary news events.

Currency is the major advantage to periodical material. And since periodicals, by definition, are published at regularly specified intervals--New York Times appears daily, Time magazine appears weekly, and the Journal of Popular Culture appears quarterly--researchers can depend on a continuous supply of new information. Periodical articles can also serve as a link to the past and can be used to locate contemporary articles of an historical nature, as well as providing significant scholarly articles.

Periodicals can be divided into three major types--magazine, journal, and newspaper. Each type of periodical serves a different function and therefore, the type of periodical you choose for gathering information should be dependent on the subject and level of research to be completed.

PERIODICAL INDEXES

While an encyclopedia index provides access to articles contained in an encyclopedia and the card catalog serves as an index to monographs, periodical indexes provide subject (and sometimes author) access to periodical indexes:

As with the actual periodicals, there are three types of periodical indexes:

- 1) general - indexing primarily magazines (e.g. Readers Guide to Periodical Literature)
- 2) subject - indexing scholarly journals (e.g. Social Sciences Index)
- 3) newspaper - indexing specific newspaper (e.g. New York Times)

Each periodical index selects a different group of journals or magazines to analyze.

Examine the sample entry from Social Sciences Index which represents a typical index arrangement.

- A ——— **Business**
- See also*
- B ——— Accounting
 Advertising
 Competition
 Corporations
 Credit
 Entrepreneur
 Finance
 Firm, Theory of the
 Industry
 Manufacturers
 Markets
 Profit
 Retail trade
 Small business
- C ——— *See* Industries, Size of
 Social aspects
 Notes on corporate culture: an interview with Margaret Mead
 on business in the modern world. P. London. *il Bus & Soc*
 R no23:4-12 Fall '77
 Why are we in South Africa? F. T. Cary; T. H. Mecke, jr. *il Bus*
 & Soc R no23:56-8 Fall '77
 Business, Location of. *See* Location (in business and industry)
 Business and politics
- D ——— **Japan**
 Japanese foreign economic policy: the domestic bases for in-
 ternational behavior. T. J. Pempel. *Int Org* 31:723-74 Aut
 '77
 United States
 Full employment & social investment. M. Harrington. *Dissent*
 25:123-36 Wint '78
 PACs: business' political renaissance. T. H. Boggs, jr. *Trial*
 14:5-7 Ja '78
 Why businessmen distrust their state: the political conscious-
 ness of American corporate executives. D. Vogel. *Brit J Pol*
 Sci 8:45-78 Ja '78
 Business and social problems. *See* Business—Social aspects

- A. Main subject heading
- B. "See also" references to additional related subject headings
- C. "See" reference to correct subject heading
- D. Article by T.J. Pempel, entitled "Japanese foreign economic policy: the domestic bases for international behavior.", in the journal International Organization, volume 31, pages 723-774, Autumn 1977.

ABSTRACTS

An abstract is the summary of a statement, document, article, etc. If a periodical index offers the added feature of an abstract, it is then referred to as an abstracting service. Abstracting services usually require a two-step process to locate the citation: first, a subject index is consulted for appropriate articles. Each article has a corresponding abstract number; second, the abstract number is located within the volume providing you with the full citation to the periodical article and the summary statement. Abstracting services also can contain an author index and a table of contents which can be used to locate a section on a given subject.

Below is a example from Sociological Abstracts, illustrating a subject entry in the subject index and the corresponding abstract.

SUBJECT INDEX

Bureaucratization

teacher policy; conceptualization; role types; power; Japan; 7612373
technology, professionalization & bureaucratization; 76H8666
Weber on domination & bureaucratization; 76H9740

Bureau of Indian Affairs

economic development through grants on an Indian reservation; 76H8438
negative stereotypes in educating Eskimos; 76H8783
role stress of dormitory aides in Indian boarding schools; 76H8761

Burglar -s, -log, -y

parole & institutional stay in burglary offenses; 76H8863

Burma -ese

river villages; adaptation to environment; typical family, types of villages;
Burma; 7612267

Burundi

factors & circumstances of ethnic genocide in Burundi; 76H7435
social class formation among the Burundi; 76H8585

Business -es

balance of power in business management; 7611944

beginning of business sociology; 76H9607
business & bilingualism in Puerto Rico; 7610802
business enterprise in industrial sociology; 76H9602
business in bourgeois France; 7610997
elite businessmen in the US cabinet; 7610900
ergonomy & security in business; 76H9627
managers' social obligations in business in Italy; 76H9644
power & influence of US business in federal government; 7610935
residential succession & small businesses; 76H9875
social & economic forecasting; training for sociologists; 7611606
sociologists; mailing lists for research; 7611603
value patterns of military vs civilian life; 7612160

Byzantium -ine

orthodoxy & economy in Byzantine life; 76H7745

Cadre -s

National Liberation Front; Vietnam; villagers movement; RAND study; 7611934

Calendar

calendar as mass media instrument in the USSR; 76H7204

California -a, -ns

advocacy in California land use; 7611509
bargaining in California Community College Systems; 76H8624
guerrilla politics; California; 76H9773
law enforcement manpower & conviction rate in California; 7610084
P. A. Hearst's role in anthropology in California; 7611900

24 bureaucratic structures

7611943

Bernardin, H. John & Kenneth Alvares (Old Dominion U, Norfolk VA 23508 & Bowling Green State U, OH 43403). The Managerial Grid as a Predictor of Conflict Resolution Method and Managerial Effectiveness, *Administrative Science Quarterly*, 1976, 21, 1, Mar, 84-92.

Reply, 93-94.

¶ The relation between scores on the self-assessment of managerial style scale (SAMS) & 2 dimensions of leadership—perceived effectiveness & conflict resolution method—was investigated in a large midwestern manufacturing firm. 129 foremen, supervisors, & supervisors' subordinates took part. The 1st 2 categories of S's received ¶'s measuring SAMS scores & conflict resolution strategy; the entire sample took part in the effectiveness of leadership ratings. 107 Tables. Modified HA

7611944

Davis, Stanley M. (Harvard Business School, Boston MA 02174). Two Models of Organization: Unity of Command Versus Balance of Power, *Sloan Management Review*, 1974, 16, 1, Fall, 29-40. A

¶ Business enterprises usually are organized either by function, by product, or by area, & the traditional assumption is that the benefits of each are mutually exclusive. The basis of the form is the pyramid, with one hierarchy of power & a unity of command. To derive simultaneously the benefits of 2 or all 3 structural bases requires a dualistic or pluralistic model, involving a balance of interest & a sharing of power. How & why business management adheres to the pyramid model in principle while in reality it behaves according to a balance of power model is described. A better r between administrative theory & practice would reduce the gap between management's preference for the unity of command & a business environment that requires interdependence & shared power. 3 Figures. AA C D

A. Abstract number (7611944) corresponds to same number in subject index

B. Bibliographic citation of article, including:

- 1) Author of article - Davis, Stanley M.
- 2) Author's association - Harvard Business School
Boston, Mass. 02174
- 3) Title of article - "Two Models of Organization: Unity of Command Versus Balance of Power"
- 4) Title of journal - Sloan Management Review
- 5) Date of publication - 1974, volume 16, issue 1, Fall, pages 29-40

C. Abstract or summary of article

D. Author abstract

NEWSPAPER INDEXES

A sample from the New York Times Index is shown below:

- A — **COMMERCE.** Note: Material below is carried under geog and mlt area subheads; when 2 or more countries or areas are involved, material is under subhead coming first alphabetically, with cross-ref from other subheads involved, except for major trading nations (eg, People's Repub of China, USSR and US), which appear as secondary subheads under countries with which they are involved.
- B — **See also** Agr. Currency (for related material on internat payments and foreign exchange); Transportation, Commodity and incus names. Geog headings (for domestic commerce). Transport means.
- C — Article by US Asst Commerce Sec Frank A Weil discusses drift toward trade protectionism by indus nations; attributes situation to efforts by many nations, hurt by excess capacity and persistent unemployment, to balance their commitment to free trade with domestic and pol considerations; discusses proposed solution via system of organized free trade; drawing (M), Ja 1,III,12:3; Pres Carter pledges to resist temptation to slip back into protectionism by making rapid success of current GATT talks, speech, NATO hq, Brussels (S), Ja 7,5:3
- D — **China, Nationalist**
 • **United States**
 Taiwan to purchase \$250-million worth of Amer grain and indus products in effort to reduce trade surplus with US; trade with US reached \$5.6-billion in '77; current US deficit put at \$1.6-billion; Bd of Foreign Trade dir H K Shao comments; illus (M), Ja 14,35:1
 General Agreement on Tariffs and Trade (GATT).
 See also Commerce, Ja 7, Steel—Intl Trade, Ja 7
 Hungary
 • **United States**
 US Sec Vance agrees to open talks aimed at ending Amer tariff discrimination on imports of Hungarian goods; will seek most-favored-nation treatment for Hungary, which ranks 4th among Soviet Bloc exporters to US (M), Ja 8,12:3

- A. Subject heading
- B. "See also" reference to related subject headings
- C. Summary of article; note that titles of articles are not included
- D. Bibliographic citation of article, including:
- 1) length of article - (M) indicates article of medium size up to two columns, (S) indicates short item of half column or less, (L) specifies long story of over two columns
 - 2) date - January 1
 - 3) section III, page 12, column 3 (III,12:3)

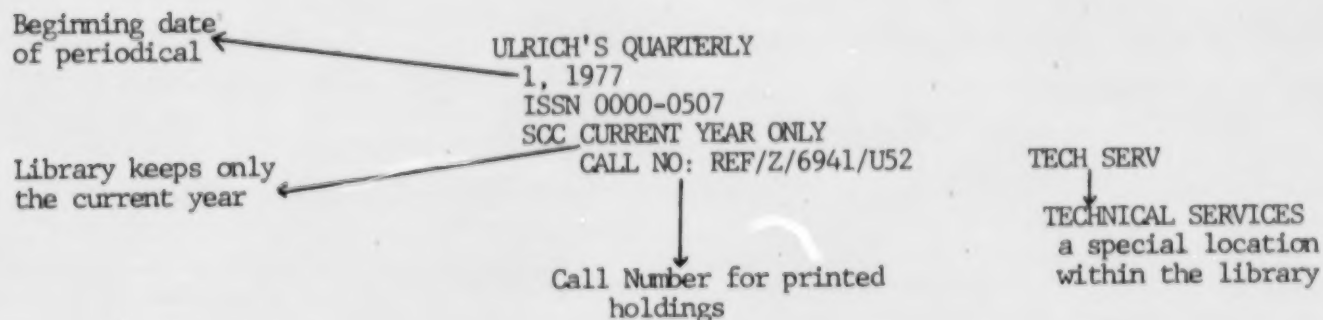
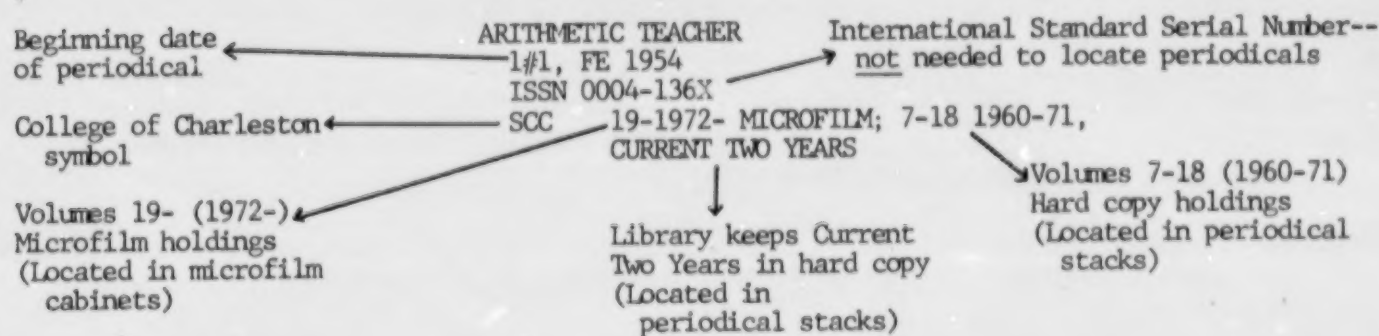
LOCATING PERIODICAL ARTICLES

The location of periodicals differs from library to library. The Robert Scott Small Library does not catalog periodicals and therefore periodical titles do not appear in the card catalog. Instead, a separate computer generated periodicals listing, the Serials Holdings List, serves as the location tool.

The Serials Holdings List will tell you 1) if the library has the periodical title you need; 2) the exact volumes of the periodical title that the library owns; 3) where the periodical is located; and 4) what format (e.g. microfilm, microfiche, or hard copy) the periodical is available in.

INSTRUCTIONS FOR USING THE RSS SERIALS HOLDINGS LIST

- 1) Periodicals are listed in alphabetical order by title or issuing agency.
- 2) Once you locate the periodical title you need, check to see what format the volume is in: hard copy, microfilm, or microfiche. The examples directly below show you how to determine the format of the periodical.
- 3) If the Robert Scott Small Library does not have the periodical title or volume you desire, check the periodical holdings of other Charleston libraries; they can be found on the Catalog of Periodicals table.
- 4) If you have any difficulty finding the material you need in the print-out or locating the materials themselves, please ask at the Reference Desk.



PERIODICAL INDEXES

A listing of some of the more widely used periodical indexes is given below.

Annual Bibliography of English Language & Literature. (REF PR 33 M69) 1920-
An excellent annual bibliography of English and American literature including books, periodical articles, and reviews of books. Literature section is arranged chronologically and then by author's name; language section is arranged by subject.

Applied Science and Technology Index. (REF T 45 A7) 1958-
Subject index to periodicals in the applied physical and engineering sciences. Topics such as aeronautics, chemistry, electronics, metallurgy, industrial arts, and transportation are included.

Art Index. (REF NX 2C A78) 1929-
Author and subject index which analyzes the contents of periodicals and museum bulletins. Coverage is international, and such disciplines as archaeology, architecture, crafts, city planning, industrial arts, and photography.

Bibliographic Index. (REF Z 1002 B595) 1937-
This tool does not index articles per se. Rather it indexes lists of books and other materials on specific topics. Such lists are called bibliographies and they are often given in books and journal articles as suggestions for further research. The index is arranged alphabetically by subject.

Bibliography and Index of Geology. (REF QE 3 B57) 1970-
A comprehensive bibliography of articles dealing with the geology of all parts of the world.

Biography Index. (REF CT 100 B5) 1946-
Index to biographical material in current journals, newspapers, and books. Arrangement is alphabetical by name. Dates of birth and death, profession, and nationality if other than American, are given for each biographee. Published quarterly with annual and three-year cumulations. Index by profession.

Business Periodicals Index. (REF HF 5001 B983) 1958-
A cumulative subject index to journals in such fields as accounting, advertising, banking and finance, general business, insurance, marketing and public administration. Monthly except July; annual cumulations.

Education Index. (REF L 11 E23) 1929-
A subject index to periodicals, bulletins, yearbooks, and monographs in education. Every aspect of education from the elementary grades to graduate study is included. The United States, Canada, and Great Britain are covered.

Essay and General Literature Index. (REF AI 3 E75) 1900-
An author, subject, and title index to essays appearing in anthologies.

Film Literature Index. (REF PN 1993 F45) 1973-
A quarterly author-subject index to the international literature of film.

General Science Index. (REF Q 180 A1 G4) 1978-
A subject index to English language periodicals in the fields of astronomy, atmospheric science, biology, botany, chemistry, earth science, environment and conservation, food and nutrition, genetics, mathematics, medicine and health, microbiology, oceanography, physics, physiology, psychology, and zoology.

Humanities Index. (REF AI 3 R8) 1974-

Formerly Social Sciences and Humanities Index. This is an author and subject index to periodical articles in the fields of archaeology, folklore, history, language and literature, literary and political criticism, performing arts, philosophy, religion and theology, and related subjects.

Index to Legal Periodicals. (REF K 38 I7) 1952-

Monthly index, with annual cumulations. The cumulated volumes consist of a subject and author index; a table of cases; and, since 1940, a book review index.

Public Affairs Information Service Bulletin (PAIS). (REF AI 3 P9) 1915-

Subject index to periodicals, books, pamphlets. Government publications on a national, state, and local level are also included. Economics, political science, government, and law are among the topics covered. Especially useful are citations to Congressional hearings.

Readers' Guide to Periodical Literature. (REF AI 3 R48) 1900-

One of the most widely used periodical indexes. It analyzes the contents of popular or general magazines. Arrangement is alphabetical by author and subject. Time, Saturday Review, and McCall's are examples of periodicals indexed by Readers' Guide.

Social Sciences Index. (REF AI 3 S61) 1974/75-

Formerly Social Sciences & Humanities Index. An author and title index to periodicals in the fields of anthropology, area studies, economics, environmental science, geography, law and criminology, medical sciences, political sciences, psychology, public administration, sociology, and related subjects.

Zoological Record. (Cooperative Marine Resources Library) 1864-

A comprehensive index to the zoological literature of the world; volumes usually appear about five years after the date of coverage. Particularly useful for systematic zoology, with author, subject, and system index for each phylum.

ABSTRACTING SERVICES

Some of the most widely used abstracting services are discussed below.

Abstracts in Anthropology. (REF GN 1 A15) 1970-

Abstracts of books, articles, and conference papers are grouped in four sections-- Archaeology, Ethnology, Linguistics, and Physical Anthropology.

Abstracts of English Studies. (REF PE 25 A16) 1958-

Abstracts of articles in American and foreign periodicals on English, Commonwealth, and American literature, and on English philology. Arranged by subject field and then chronologically.

America: History and Life. (REF E 18 A48) 1964-

Provides abstracts of articles on American history and culture from prehistoric times to the present; and articles on the history of Canada and current Canadian affairs. Began publication in 1964. Three abstract issues are published per year.

Biological Abstracts. (Periodical stacks) 1926-

Indexes and summarizes journals, books, government documents, and symposium reports in biology and related subjects such as agriculture, veterinary science, medicine, and behavioral science. Foreign language materials are included.

Chemical Abstracts. (Periodical stacks) 1907-

Indexes and summarizes the contents of journals, books, patents, conference proceedings, and technical reports in chemistry and related fields. Foreign language material is included.

Child Development Abstracts and Bibliography. (REF HQ 750 A1 C47) 1927-

Contains abstracts of articles from American and foreign periodicals. Author and subject index cumulates annually.

Current Index to Journals in Education (CIJE). (REF L 11 C8) 1969-

This abstracting service provides detailed indexing for articles in more than 700 education and education-related journals. Serves as a companion to ERIC's monthly Resources in Education.

Exceptional Child Education Abstracts. (REF LC 3965 E9) 1969-

Abstracts relate to education of the handicapped, gifted, and youth. Author and subject indexes.

Historical Abstracts. (REF D 299 A5) 1955-

Contains abstracts of articles relating to political, diplomatic, economic, social, cultural, and intellectual history including related subjects in the social sciences and humanities. Covers all countries of the world except the United States and Canada. Articles on United States and Canadian history published since 1964 are abstracted in America: History and Life; until then such abstracts were included in Historical Abstracts. Historical Abstracts is divided into "Part A Modern History Abstracts, 1450-1914," and "Part B, Twentieth Century Abstracts, 1914 to Present." Both parts are published quarterly.

International Political Science Abstracts. (REF JA 36 I5) 1951-

Abstracts are in English or French and are selected from a large number of periodicals published in various countries. Cumulated annual author and subject indexes.

Modern Language Association (MLA) International Bibliography. (REF PN M642) 1921-
The annual library edition of the MLA International Bibliography consists of four volumes. Volume 1 includes sections on General, English, American, Medieval, Neo-Latin, Celtic literature, and Folklore. Volumes 2-4 cover other languages, linguistics, and pedagogy in foreign languages. The bibliographies are compiled from numerous periodicals and books but are not an exhaustive gathering of all materials on the various topics. Contains an author index. There are no cumulations.

Oceanic Abstracts. (Cooperative Marine Resources Library) 1964-
Covers aspects of biology, geology, oceanography, pollution, engineering, ships, and other marine-related subjects. Includes citations to foreign language materials, with abstracts in English.

Philosopher's Index. (REF B 1 A1 P46) 1967-
A subject and author index with abstracts. All major philosophy journals in English, French, German, Spanish, and Italian are indexed.

Pollution Abstracts. (REF TD 172 P65) 1970-
Provides international coverage of technical literature on the environment. Covers air and water pollution, solid wastes, noise, pesticides, radiation, and general environmental quality. Abstracts books, technical journals, conference proceedings, papers, government reports, and limited circulation documents.

Psychological Abstracts. (REF BF 1 P65) 1927-
Indexes and abstracts books, journal articles, and technical reports in psychology and related fields. Abstracts are arranged in 17 major subject categories. Semi-annual author and subject indexes.

Resources in Education. (REF LB 1028 R42) 1966-
Published by the Educational Resources Information Center (ERIC), the abstracting service covers project reports and other relevant documents. It is designed to keep teachers, administrators, librarians, and researchers up-to-date on the latest developments in education. Formerly known as Research in Education.

RILM Abstracts of Music Literature. International Repertory of Music Literature.
(REF ML 1 I83) 1967-
Includes abstracts of books, articles, reviews, dissertations, catalogs, etc.

Sage Urban Studies Abstracts. (REF HT 51 S24) 1973-
Contains abstracts of books, articles, pamphlets, government publications, significant speeches and legislative research studies related to urbanism--history, design, planning, housing, government, economics. Each quarterly issue has an author and subject index.

Sociological Abstracts. (REF HM 1 S67) 1953-
Indexes and provides abstracts from a broad range of sociological articles in international periodicals.

Urban Affairs Abstracts. (REF HT 101 U7) 1972-
Weekly abstracting service which summarizes articles appearing in newsletters, periodicals, and magazines of relevance to urban affairs. Abstracts are arranged by subject categories. Topics such as aging, communications, day care, energy resources, housing, municipal administration, and transportation are covered. Quarterly and annual cumulations with author and geographic index.

NEWSPAPER INDEXES

Listed below are the newspaper indexes carried by this library.

The Atlanta Constitution: A Georgia Index. (REF AI 21 A87 A85a) 1971-present

Index to the Christian Science Monitor. (REF AI 21 C46) 1958-present

The Times (London) Index. (REF AI 21 T46) 1790-present

The New York Times Index. (REF AI 21 N44) 1851-present

The Wall Street Journal Index. (REF HG 1 W26) 1958-present

Index to the News & Courier, (Charleston) (Available at the Charleston County Library) 1940-present. The Charleston County Library indexes the News & Courier for local events and local people. Obituaries are not indexed.

CHAPTER 4: EVALUATING BOOKS, FILMS, AND PLAYS--REVIEW SOURCES

Once you have compiled a bibliography of sources, how can you be sure that the material is pertinent for your paper? Are the authors, screenwriters, or playwrights considered authorities in their fields? What do other professionals or scholars think about the content, theme, and/or character development of these sources? Was a critical analysis written for the work?

You can find the answers to many of these questions by using review sources. Book reviews can often provide insight to an author's work through critical interpretation of the book's scholarly content, accuracy of the author's research, or analysis of the work's theme and character development. Similarly, play and film reviews can offer critical analysis and professional interpretation of the works. Reviews of books, films, and plays reflect content quality.

The periodicals in which book reviews, as well as play and film reviews are published can often reflect the scholarly nature of the review. Since periodicals vary greatly in style and content, you should look at several reviews of each book, film, or play, comparing complexity of the reviews and approach of the critics.

The subject catalog provides access to selected sources of reviews under the headings:

BOOKS - REVIEWS

BOOKS - REVIEWS - BIBLIOGRAPHY

MOVING PICTURES - REVIEWS

THEATRE - REVIEWS

BOOK REVIEW SOURCES

The following procedure will help in locating book reviews in periodicals.

- Examine the book for the author, title, and copyright date.
- Check the sources listed below such as Book Review Digest, etc.
 - 1) Look in the volume that corresponds to the year in which the book was published. If no reviews are listed, check the volumes for one or two years after the date of publication.
 - 2) If no reviews can be found in any of these sources, check with the reference librarian for alternative sources.

BOOK REVIEW SOURCES (CONTINUED)

Book Review Digest. (REF Z 1219 C95)

An index to reviews which appear in about seventy English and American periodicals. A work of non-fiction must receive two or more reviews to be included and a work of fiction must receive four. The main section of the index is alphabetically arranged by the author of the book reviewed. Brief excerpts from several reviews are given plus a citation to the entire review. Issued monthly with annual cumulations. A cumulated author and title index from 1905-1974 is provided.

- 1 ——— EVANS, ELIZABETH. Weathering the storm; women of the American Revolution. 372p ill \$12.50 '75 Scribner
- 2 ——— 920 Women in the U.S. U.S.—History—Revolution, 1775-1783—Biography ISBN 0-684-13953-7 LC 74-10524
The author presents accounts contemporary with the period as recorded in the journals of eleven women, including pacifist Quakers (Margaret Morris and Elizabeth Drinker); Tories (Grace Galloway and Anna Clifford); and Patriots (Elizabeth Washington and Deborah Sampson Gannett, who fought for three years in the Continental army). (Library J) Bibliography. Index.
"Bolstered by a good Selected Bibliography from primary and secondary sources and newspapers, the book will be useful to those . . . requiring first-hand information on household life during the Revolution. An Index to persons, places, and subjects like childbirth, women in the army, Indians, and medicine facilitates locating specific material. The book is well designed and well bound."
- 3 ——— Booklist 72:198 S 15 '75 80w
- 4 ——— "Evans precedes each journal with a short account of the people and events mentioned and sometimes with more general background. . . . The charming illustrations are drawn from major collections, a list of which is supplied. Regrettably the exact source is not given with each diary. This, with the lack of specific references for quotations, makes the book inappropriate for use by serious students. It has interest for general readers, especially those concerned with the Revolutionary era and with the history of women. The selections are chosen with reference to woman's position and cover a variety of economic, political, and domestic situations. The volume should also help to interest high school students and college undergraduates in the field."
Choice 12:906 S '75 100w (YA)
- 5 ——— Reviewed by M. S. Cosgrave
Horn BK 51:616 D '75 140w
- 6 ———

- 1) Author of the book reviewed.
- 2) Title, publisher, copyright date, and number of pages.
- 3) Brief summary of the plot of the book.
- 4) Excerpt from a review of the book.
- 5) Review available in Booklist, volume 72, page 198 (72: 198), for September 15, 1975 (S 15 '75), where the complete review can be found, containing 80 words (80w).

BOOK REVIEWS SOURCES (CONTINUED)

- 6) Citation to a review in Hornbook by M.S. Cosgrave, volume 51, page 616, December 1975, containing 140 words. There is no excerpt for this review given.

** Note that the titles of journals given in Book Review Digest are in abbreviated form. An alphabetical listing of abbreviations, in the front of each issue, gives journal titles in full.

Book Review Index. (REF Z 1035 A1 B6) 1965-present

An author index to all reviews appearing in over two hundred publications. Published bi-monthly with annual cumulations. Excerpts from reviews are not included, but more reviews are indexed in Book Review Index than in Book Review Digest.

Compare the following entry from Book Review Index 1976 with the Book Review Digest entry for the same book.

EVANS, Elizabeth - Weathering The Storm
AHR - v81 - Je '76 - p672
ARBA - v7 - '76 - p194
HB - v51 - D '75 - p616
JHo E - v68 - S '76 - p64
JSH - v42 - Ap '76 - p421
NEQ - v49 - Mr '76 - p138
RSR - v3 - Ap '75 - p138
SAQ - v75 - Spring '76 - p269

Notice that Book Review Index provides only author and title, with citations to reviews. Like Book Review Digest, Book Review Index includes an explanation of periodical title abbreviations in the front of each issue.

Current Book Review Citations. (REF Z 1035 A1 C86) 1976-present

An author and title index to book reviews published in more than 1,000 periodicals. Reviews of fiction, non-fiction, foreign language books, and new editions are included. A sample from Current Book Review Citations is shown below.

Evans, E. Weathering the storm: women of the
American revolution, 1975
Am Hist R 81:672-3 Je '76. K. K. Sklar
New Eng Q 49:138-40 Mr '76. M. Gutheim
RQ 15:73 Fall '75. H. L. Mitchell
South Atlan Q 75:269-70 Spr '76. L. W. Banner

BOOK REVIEW SOURCES (CONTINUED)

Index to Book Reviews in the Humanities. (REF Z 1035 A1 I63) 1960-present

Lists by author book reviews published in English language periodicals since 1960. Annual publication. Subject coverage includes art, architecture, biography, history, language, philosophy, and some areas of the social sciences. Periodicals in which reviews appear are indicated by numbers. A section in the front of each volume gives the complete journal titles.

Technical Book Review Index. (REF Z 7913 T36) 1974-present

A monthly index to book reviews of new technical, scientific, and medical books, covering all fields of pure sciences, life sciences, medicine, agriculture, and technology.

New York Times Book Review Index. (REF AI 21 N442) 1896-1970

An index to book reviews published in the New York Times Book Review section from 1896-1970, with access by author, title, subject, byline, and category.

New York Times Index. (REF AI 21 N44) 1851-present

Reviews in New York Times Book Review (1896-1970), as well as the daily paper, are indexed here under the subject heading "Book Reviews." Under this heading, reviews are listed in alphabetical order by author of book reviewed, or by title of anthology or collected works.

The Times (London) Index. (REF AI 21 T46) 1906-present

Reviews in The Times, and its supplements (e.g. Times Literary Supplement, Times Educational Supplement, Times Higher Educational Supplement) are indexed alphabetically by title under the subject heading "Books."

FILM REVIEW SOURCES

Film Literature Index. (REF PN 1993 F45)

An international index to periodical literature on the film. There are entries for individual film titles, as well as for personal names and subjects.

Index to Critical Film Reviews. (REF PN 1995 B64)

Bibliography of film reviews from leading English language journals of film scholarship.

FILM REVIEW SOURCES (CONTINUED)

Filmfacts. (REF PN 1995 F48)

A biweekly publication of lengthy reviews of major films. A cast listing and a synopsis precede each critique. Covers years 1958-1977.

New York Times Film Reviews. (REF PN 1995 N4)

Reprints of film reviews as they originally appeared in the New York Times. Biennial supplements.

Guide to Critical Reviews. (REF PN 2284 S34)

A bibliography of critical reviews of feature length motion pictures from 1927 to 1963. No critical articles from scholarly journals are included.

PLAY REVIEW SOURCES

New York Theatre Critics' Reviews. (REF PN 1601 N4)

A weekly publication providing complete reviews of major New York City theatre productions from the Daily News, Wall Street Journal, WABC-TV, New York Post, Women's Wear Daily, CBS-TV, Time, Newsweek, and WNBC-TV.

Modern Drama: A Checklist of Critical Literature on 20th Century Plays. (REF PN 2189 A35)

A selective survey of the critical literature of twentieth century drama.

Dramatic Criticism Index: A Bibliography of Commentaries on Playwrights from Ibsen to the Avant Garde. (REF PN 2189 B8)

A selective index to commentaries on modern playwrights and their plays.

European Drama Criticism; and Supplements I and II. (REF PN 2189 P2)

A source book for a selection of twentieth century critical writings about representative European plays.

Guide to Critical Reviews. (REF PN 2289 S34)

Provides citations to reviews of staged productions, not to scholarly studies of the plays.

PLAY REVIEW SOURCES (CONTINUED)

American Drama Criticism: Interpretations, 1890-1965 inclusive, of American Drama Since the First Play Produced in America; and Supplements I and II.
(REF PS 332 P32)

Playwrights who have contributed significantly to American drama are included. This source is a companion to European Drama Criticism.

CHAPTER 5: LOCATING BIOGRAPHICAL INFORMATION

In the process of researching a subject, the need to locate background information about a person often arises. Personal and professional information (e.g. educational background, scholarly research, etc.) is often important in understanding an author's point of view or in placing a person within an historical context.

There are numerous biographical reference sources available to the researcher. But before beginning a biographical search, you need to determine how much information you already know about the person. Is the person living or deceased? Male or female? What is his or her occupation? Nationality? These initial questions are important since biographical sources are often limited by nationality and/or occupation or limited to only the living or only the deceased. The answers to your questions will determine which biographical sources to consult.

The Card Catalog is a logical place to begin your search. The Author/Title Catalog provides birth and/or death dates. The Subject Catalog provides access to biographies.

If you are totally unfamiliar with the person you are researching, and the card catalog yields no information, general biographical sources should be consulted. General biographical sources include a broad spectrum of people and are not limited to nationality, occupation, or to one time period.

The following list includes biographical tools in several categories, but is not meant as a complete listing of all biographical tools.

GENERAL BIOGRAPHICAL SOURCES

Current Biography. (REF CT 100 C8) 1940-present

This monthly publication provides lengthy biographies of national and internationally prominent people; portraits; cumulative and annual indexes.

Chambers' Biographical Dictionary. (REF CT 103 C4) 1969

Provides brief facts on historical as well as contemporary figures of all nations.

McGraw-Hill Encyclopedia of World Biography. (REF CT 103 M27) 1973

Provides short biographical sketches of famous people from ancient to modern times.

Obituaries from The Times, 1971-1975. (REF CT 120 017)

The source serves as an index to obituaries in The Times of London and a biographical dictionary. Actual articles from The Times are reprinted in this volume.

Contemporary Authors. (REF Z 1224 C59) 1962-present

Current authors in the fields of humanities, social sciences, and pure sciences are included in this biographical series.

Biography Index. (REF CT 100 B5)

Provides access to biographical materials appearing in 1500 periodicals, current books, and New York Times obituaries.

BIOGRAPHICAL SOURCES RESTRICTED BY NATIONALITY

AMERICAN:

Notable American Women, 1607-1950. (REF CT 3260 N57) 1971

Contains lengthy articles on 1350 women. Excellent bibliographies are appended to the articles. Only deceased women are included.

Dictionary of American Biography and Supplements 1946- . (REF E 176 D563)

Contains lengthy scholarly articles on deceased Americans. Provides excellent bibliographies.

The National Cyclopedia of American Biography. (REF E 176 N28) 1891-

A biographical record of all persons associated with the history of America. Americans of the past as well as the present are included.

Who's Who in America. (REF E 663 W56)

An annual publication which contains brief information on prominent living Americans.

Who Was Who in America 1607- . (REF E 663 W54)

Contains brief information on prominent living Americans.

BRITISH:

Dictionary of National Biography & Supplements. (REF DA 28 D47)

Contains length, scholarly articles on deceased English persons. Excellent bibliographies.

Who's Who. (REF DA 28 W6)

An annual publication which contains brief information on prominent British citizens.

Who Was Who. 1897- . (REF DA W65)

Contains brief information on prominent British citizens omitted in Who's Who due to death.

BIOGRAPHICAL SOURCES BY OCCUPATION

Directory of American Scholars. (REF IA 2311 C32)

Provides brief biographical and professional data for proven scholars in the fields of history, English, speech, drama, foreign languages, linguistics and philology, philosophy, religion and law.

World Authors. (REF PN 451 W3)

A companion volume to Twentieth Century Authors, covering the years 1950-1970.

Twentieth Century Authors. (REF PN 771 K86)

A biographical dictionary including international writers of the 20th century, whose books are familiar to readers of English language publications.

American Men and Women of Science. (REF Q 141 A47)

Contains brief biographical entries for people in the physical, biological, social, and behavioral sciences. Only living scientists are included.

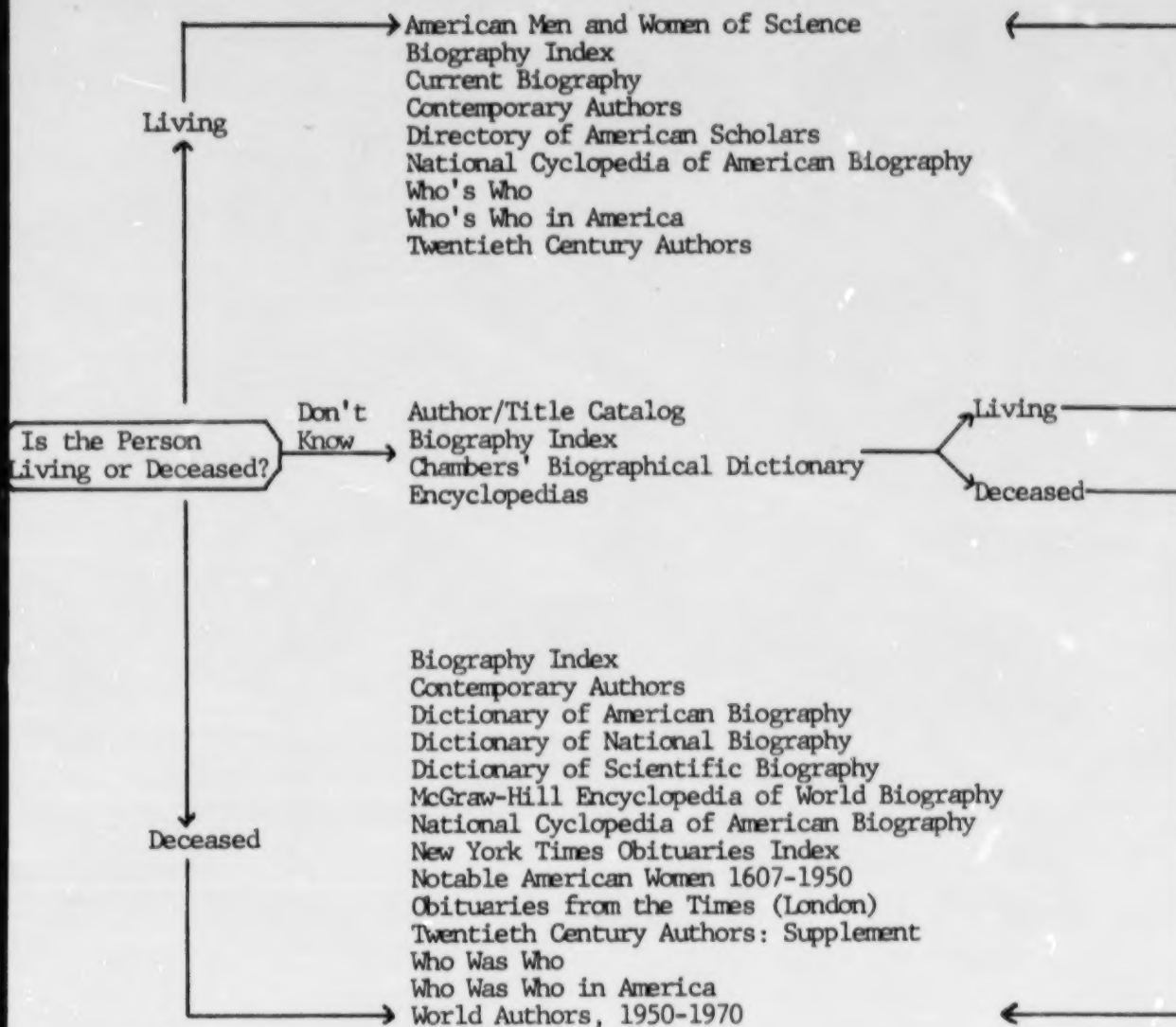
Dictionary of Scientific Biography. (REF Q 141 D5)

A biographical work, international in coverage, including scientists from all periods of history (excluding living persons), and encompassing the fields of astronomy, biology, chemistry, earth sciences, mathematics, and physics.

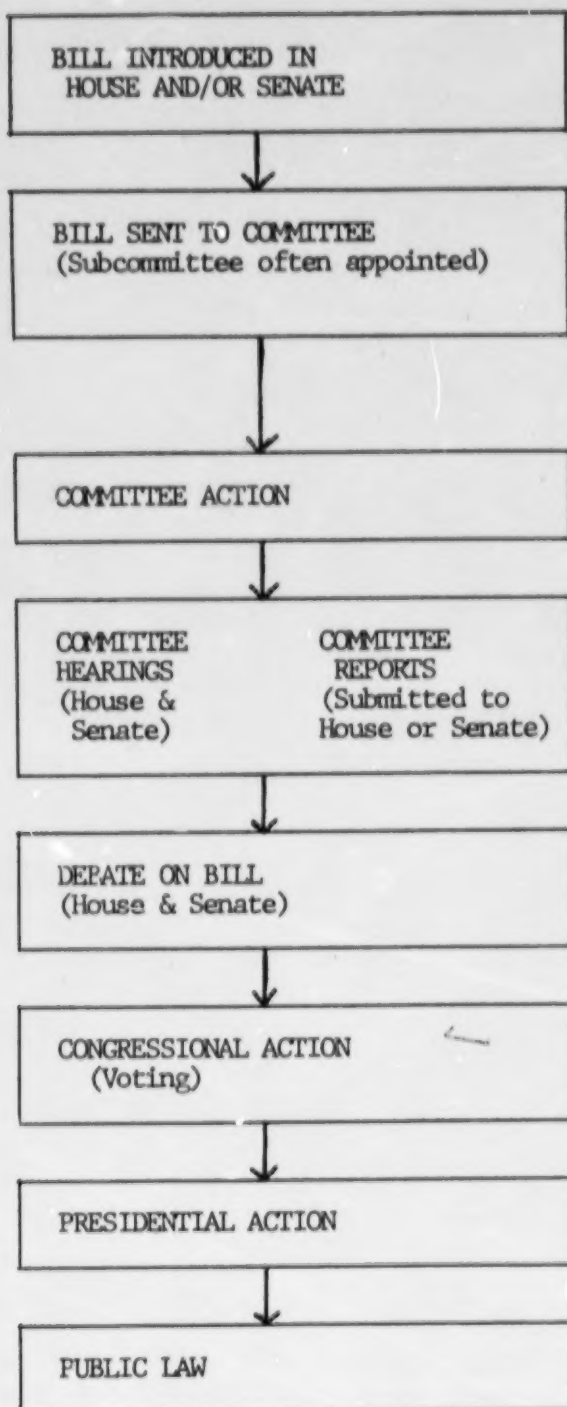
Contemporary Authors. (REF Z 1224 C59)

Current authors in the fields of humanities, social sciences, and pure sciences. International in scope.

LOCATING BIOGRAPHICAL INFORMATION



To locate, use:



Congressional Record (Daily Digest)
Congressional Index

Congressional Record (Determines committee)
Congressional Index (Determines committee)
Congressional Directory (Composition of committee)

Congressional Record (Daily Digest)
Congressional Index
National Journal

CIS (Congressional Information Service)
Monthly Catalog of U.S. Government Publications

Congressional Record

Congressional Index (Legislative status)
CQ Weekly (Voting record)
National Journal (Voting record)

Congressional Index
Weekly Compilation of Presidential Documents

U.S. Statutes at Large/Slip Laws

Legislative History of a Bill:

Congressional Index
Congressional Record (History of Bills & Resolutions)
CIS (Public Law Section)

TOOLS FOR TRACING LEGISLATION

There are numerous methods by which a bill can be traced through the legislative process, that is, from introduction to law. Many of the tools used to complete a legislative search are complex and diversified, which often makes the process of searching seem more complicated than it actually is. For best results, the tools listed below should be used in conjunction with the flow chart for current legislative searching.

The resources explained below are those available in the Robert Scott Small Library and are not meant to represent a complete list of legislative research tools. Also note that many of the legislative research tools fulfill multiple functions.

Congressional Record (Periodical stacks)

This is a supposedly verbatim account of the words spoken on the floor of the Senate and House. However, Congressmen/women often revise and edit what they have said before the Record is published. Recently, a new system has been devised; items that appear in the Congressional Record which have been revised or not actually delivered on the floor are marked with a black dot. The Record remains, however, the most reliable source of what is said on the floor of Congress.

The daily Record is issued the morning after the day to which it relates and includes:

- 1) remarks, speeches, etc. which take place on the floor of Congress;
- 2) Extension of Remarks;
- 3) Daily Digest: includes summaries of bills introduced; committee meetings, and bills signed by the President.

The cumulative index volumes to the Congressional Record include:

- 1) complete index of names and subjects, providing (under subject) bills and bill numbers;
- 2) History of Bills & Resolutions: arranged by number of the bill, this section gives full information about a bill from introduction to passage, page references to all material in the Record about the bill is provided.

Congressional Index (REF J 69 C6)

This is an excellent source for tracing the status of legislation and is easier to use than the Congressional Record.

Congressional Index is a looseleaf service which is updated semi-weekly and provides on all aspects of bills which are currently before the House and/or Senate. There are numerous access points to locating a bill, including subject, sponsor, and bill number. The "status of bills" section provides a current legislative history arranged by bill number. There is a separate volume for the House and the Senate.

Congressional Information Service (CIS) (REF KF 49 C62) 1970-

This is an invaluable indexing and abstracting service for the working papers of Congress. CIS consists of a two-part set: Part One contains the annual abstracts of Congressional working papers; Part Two contains a cumulated index to the abstracts. Monthly updates are issued.

CIS coverage includes:

- 1) Hearings of Committees: testimony given to the committee from selected witnesses
- 2) Reports of committees: issued at the conclusion of the hearing
- 3) Committee Prints: reports of research sponsored by a committee

CIS Index provides access to the aforementioned materials through:

- 1) subject
- 2) name of Committee
- 3) name of Congressman/woman
- 4) name of witness
- 5) bill number
- 6) official or popular name of report

subject

Alabama Poultry and Egg Association
Miscellaneous tax bills, H781-20.10

Alameda County, Calif.
Fed-State compensation for victims of
crime, H521-19.6

Alaska
Army Corps of Engrs programs, FY80
appropriation, H181-11.2
Geological Survey petroleum exploration
programs, appropriation deferral, FY79, GAO
analysis, H180-36
Geological Survey petroleum exploration
programs, appropriation deferral, FY79, Pres
message, H180-30
Natl parks, forests, wildlife refuges,
wildernesses, and wild and scenic rivers,
estab and expansion, H443-2, H563-2
Office of Fed Inspector for Alaska Natural
Gas Transportation System estab, Pres
message, H400-3

Alaska Land Use Council
Estab, H443-2, H563-2

Alaska National Interest Lands Conservation
Act
Alaska natl parks, forests, wildlife refuges,
wildernesses, and wild and scenic rivers,
estab and expansion, H443-2, H563-2

Alaska Native Claims Settlement Act
Alaska natl parks, forests, wildlife refuges,
wildernesses, and wild and scenic rivers,
estab and expansion, H443-2, H563-2

name of act

Alaska Land Use Council
Estab, H443-2, H563-2

Alaska National Interest Lands Conservation
Act
Alaska natl parks, forests, wildlife refuges,
wildernesses, and wild and scenic rivers,
estab and expansion, H443-2, H563-2

Alaska Native Claims Settlement Act
Alaska natl parks, forests, wildlife refuges,
wildernesses, and wild and scenic rivers,
estab and expansion, H443-2, H563-2

Alaska Natural Gas Transportation System
Office of Fed Inspector for Alaska Natural
Gas Transportation System estab, Pres
message, H400-3

Albuquerque, N.Mex., Public Schools
"New Futures School: A Comprehensive
Program For School-Age Parents",
S411-30

abstract
number

Once the appropriate material is located in the index, copy the abstract number, and proceed to the corresponding CIS Abstracts which provides a summary of the hearing, report, or print.

H443
INTERIOR AND
INSULAR AFFAIRS
Committee, House

Reports

→ **H443-2**

**ALASKA NATIONAL
INTEREST LANDS
CONSERVATION ACT OF
1979.**

Apr. 18, 1979. 96-1.
ix + 692 p. + maps. †
CIS/MF/10 Item 1008-A.
H. Rpt. 96-97, pt. 1.

Recommends passage, with an amendment in the nature of a substitute, of H.R. 39, the Alaska National Interest Lands Conservation Act, to:

- a. Designate 120 million acres of additions (maps, inside back cover) to Alaskan national park, national wildlife refuge, national forest, national recreation, national wilderness preservation, and wild and scenic rivers systems.
- b. Guarantee subsistence use of public lands for Alaska Natives, expedite transfer of public lands to Alaska Natives and State government, and expand provisions of the Alaska Native Claims Settlement Act.
- c. Establish an Alaska Land Use Council to advise Federal agencies on land and resource use.
- d. Provide for Interior Dept study of potential oil, gas, and wildlife resources, and clarify Interior Dept land acquisition, management planning, and reporting responsibilities.
- e. Establish new national conservation and recreation areas to be managed by the Bureau of Land Management.

Includes dissenting, supplemental, and separate views (p. 380-692).

H.R. 39 is related to 95th Congress H.R. 39.

CIS also provides a legislative history and references once a bill has been signed into law. This section is located at the end of the abstract volume.

→ **PL95-307 FOREST AND RANGELAND
RENEWABLE RESOURCES
RESEARCH ACT OF 1978.**
June 30, 1978. 95-2. 5 p.
* CIS/MF/3 •Item 575.
92 STAT. 353.

"To direct the Secretary of Agriculture to carry out forest and rangeland renewable resources research, and for other purposes."

Repeals the McSweeney-McNary Act of 1928 and replaces it with an updated and expanded program of forest and rangeland renewable resources research and research dissemination.

→ **Legislative history:** (H.R. 11778 and related bills):

1977 CIS/Annual:
House Committee Print: H162-14.

→ **1978 CIS/Annual:**
House Hearings: H161-25; H161-26.
House Report: H163-4 (No. 95-1179).
Senate Report: S163-13 (No. 95-880, accompanying S. 3034).

→ **Congressional Record Vol. 124 (1978):**

May 22, considered and passed House.
June 7, considered and passed Senate, amended, in lieu of S. 3034.
June 16, House concurred in Senate amendments.

Weekly Compilation of Presidential Documents Vol. 14, No. 27 (1978):
July 1, Presidential statement.

The full text of committee hearings, prints, and reports are available in the library on microfiche.

Monthly Catalog of U.S. Government Publications. (REF Z 1223 A18)

Another way to locate and check on the availability of Committee Prints and Committee Reports is by consulting the Monthly Catalog which serves as an index to all government publications. The Monthly Catalog has a cumulative annual index which includes indexes for author, subject, and title. Prices and order information are given for publications available from the Superintendent of Documents.

United States Statutes at Large (REF KF 50 U5)

This source contains the text of public laws, reorganization plans, private laws, resolutions, and proclamations. Arrangement is chronological by date of passage of the act. There is a subject and personal name index.

Slip Laws, the first official publication of a statute, update the U.S. Statutes at Large. Slip Laws are published individually in pamphlet format and are numbered with a prefix denoting the Congress and the legislation. For example, PL 93-380 is the number assigned to the 380th piece of legislation enacted by the 93rd Congress.

United States Code (REF KF 62 1976 A2)

A consolidation and codification of the general and permanent laws of the United States arranged by subject under 50 "titles." Under each title are grouped all federal laws dealing with that subject, with citations to the official text in U.S. Statutes at Large. An index of acts by popular name, and a general index are provided. The U.S. Code is useful when only the subject of a federal law is known. The first six titles deal with general or political subjects, and the other 44 are alphabetically arranged from agriculture to war and national defense. The Code is revised every six years and a supplement is published after each session of Congress.

ADDITIONAL SOURCES FOR CONGRESSIONAL INFORMATION

Congressional Quarterly Weekly Reports (REF JK 1 C15)

This weekly publication presents all Congressional and political activities of the preceding week in summary form. Bills, acts, and voting records are included. Most issues also contain section under several broad headings: National Report, Political Report, Executive Branch, Lobby Report, In Committee, On the Floor, and Vote Charts.

Congressional Quarterly Almanac (REF JK 1 C66)

Each almanac offers a survey of legislation for one session of Congress. All major Congressional action is summarized by categories (e.g., Energy & Environment) which provides excellent background source material. A complete Congressional voting record is also included.

National Journal (REF JK 1 N28)

This weekly news magazine offers a brief review of the previous week's actions and events throughout the federal government including the executive branch, federal departments and agencies, Congress and courts.

Each issue also contains in-depth reports on political parties, federal policy, political situations in individual states, or other like topics. Each weekly issue is indexed by personal and geographical name and by private organization.

Congress and the Nation (REF KF 49 C65)

A condensation of the Congressional Quarterly Almanac. Volume I covers 1945-1964; Volume II, 1965-1968; Volume III, 1969-1972. Voting records, key issues of each Congress and a chronology of current events are included.

Congressional Staff Directory (REF JK 1012 C65)

Includes listings of Congressional staffs, subcommittee and committee staffs and members. Published annually.

EXECUTIVE DOCUMENTS

Code of Federal Regulations (REF KF 70 A3)

Codification of the general and permanent rules made by the executive departments and agencies. Divided into 50 titles which represent broad topical areas subject to federal regulation. Title 3 of the CFR contains the text of presidential proclamations, executive orders, and other presidential documents.

Federal Register. (Periodical stacks and microfilm)

Contains presidential proclamations and executive orders, rules and regulations of the various bureaus and departments of the government, and decisions of fact-finding bodies. Published daily except Sunday, Monday, and legal holidays. Cumulative indexes.

Public Papers of the Presidents of the United States (J 80 A283)

Contains the public messages, speeches, and statements of the Presidents. Published annually.

Weekly Compilation of Presidential Documents (Periodical stacks)

Provides texts of all presidential remarks, public speeches, messages to Congress, and press conferences. Also includes: a) a list of laws approved during the week, b) presidential appointments and nominations, c) awards and citations, d) meetings with foreign leaders, and e) executive orders. Issued each Monday.

CHAPTER 7: CITING SOURCES--DESCRIPTIVE BIBLIOGRAPHY

Descriptive bibliography is a formal citation system which provides researchers with a uniform system for communicating to their readers which sources have been used in research. It also provides a means of crediting the original author's thoughts, or literal phrases in a paper. Descriptive bibliography provides two formats for this communication: the bibliography and the footnote.

Footnote citations are used when quoting, providing further explanation to a textual statement, paraphrasing, giving additional citations, or references. Footnotes are always used within the text of a paper and they are numerically arranged at the "foot" of the page. (Endnotes serve the same purpose as footnotes but appear at the end of the paper.)

Bibliographic citations always appear at the end of a paper; the bibliography represents all the resources used in researching and writing a paper.

Footnote and bibliographic citations are two distinct types of citations. Both forms may vary from style manual to style manual. Therefore, it is imperative that you learn to use the index of a style manual for complete instructions on format of each type of citation. You should also become familiar with the style manual in your field. For instance, psychology and biology have their own distinctive citation systems, while other fields rely on the general style manuals, A Manual for Writers by Kate Turabian or the MLA Style Sheet.

You must also keep in mind that different sources, e.g. periodicals, monographs, encyclopedias, etc., each have their own unique citation forms. No one citation form can be applied to all types of materials.

The following sources are suggested as acceptable guides to use when writing research papers. There is no one universal style manual, but any of the listed titles will be of help to you in preparing a well organized, technically correct paper.

APA Publication Manual. 2nd ed. (REF BF 76.7 A46 1974)

Intended for use by authors submitting manuscripts to any of the journals published by the American Psychological Association. Followed by many students and scholars in psychology, education, and related fields.

CBE Style Manual. 3rd ed. (REF Z 250.6 B5 C64 1972)

Followed by many journals in the biological sciences, emphasizing the appropriate use of graphs, tables, symbols, and nomenclature, and including a very helpful discussion of effective writing.

MLA Style Sheet. 2nd ed. (REF Z 253 M73 1970)

Used by authors writing for PMLS (Publications of the Modern Language Association) and many other journals in the humanities.

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations, 4th ed. (REF LB 2369 T8 1973)

Guides to writing research papers can be found in the library by consulting the following subject headings in the subject card catalog:

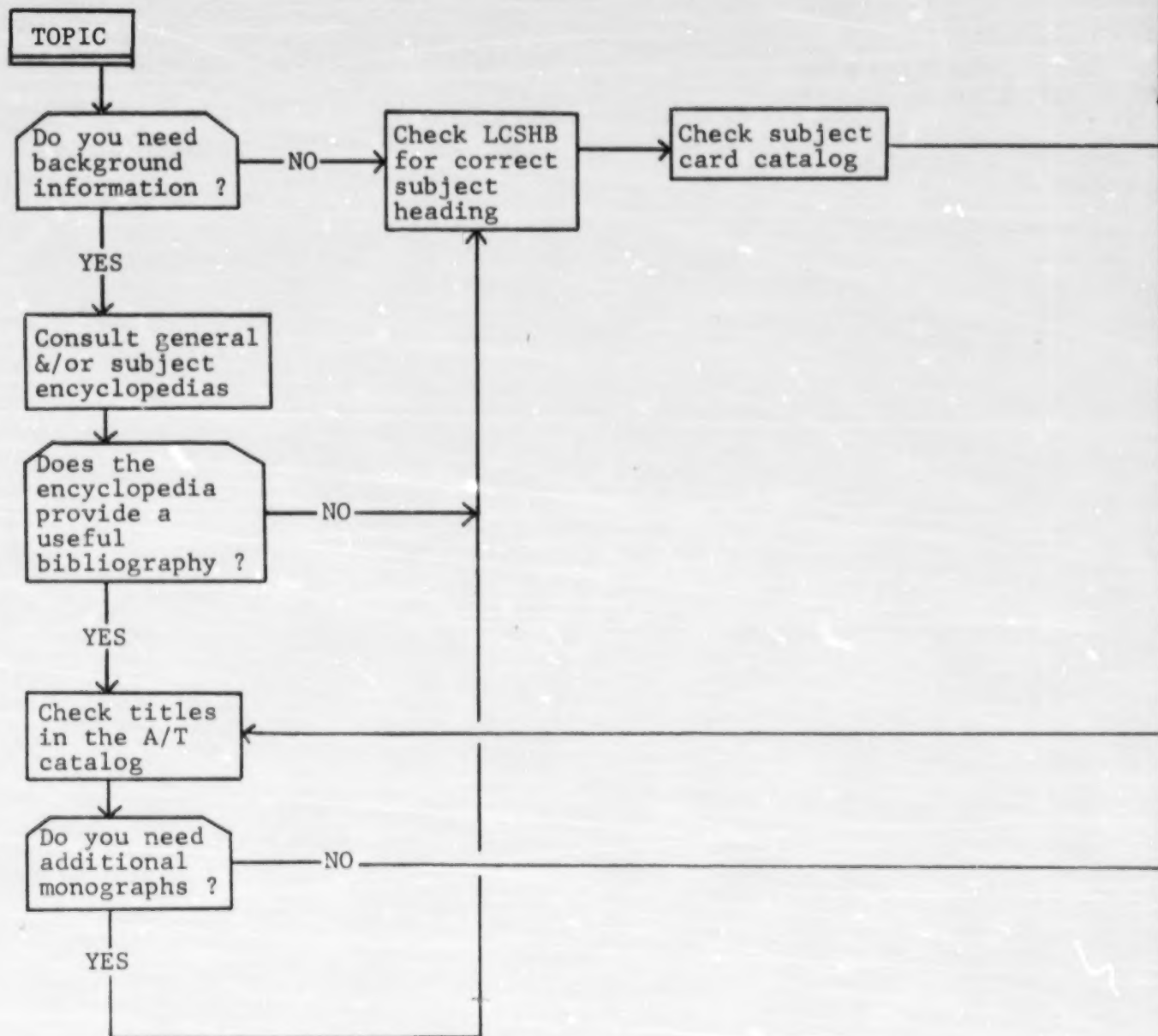
REPORT WRITING

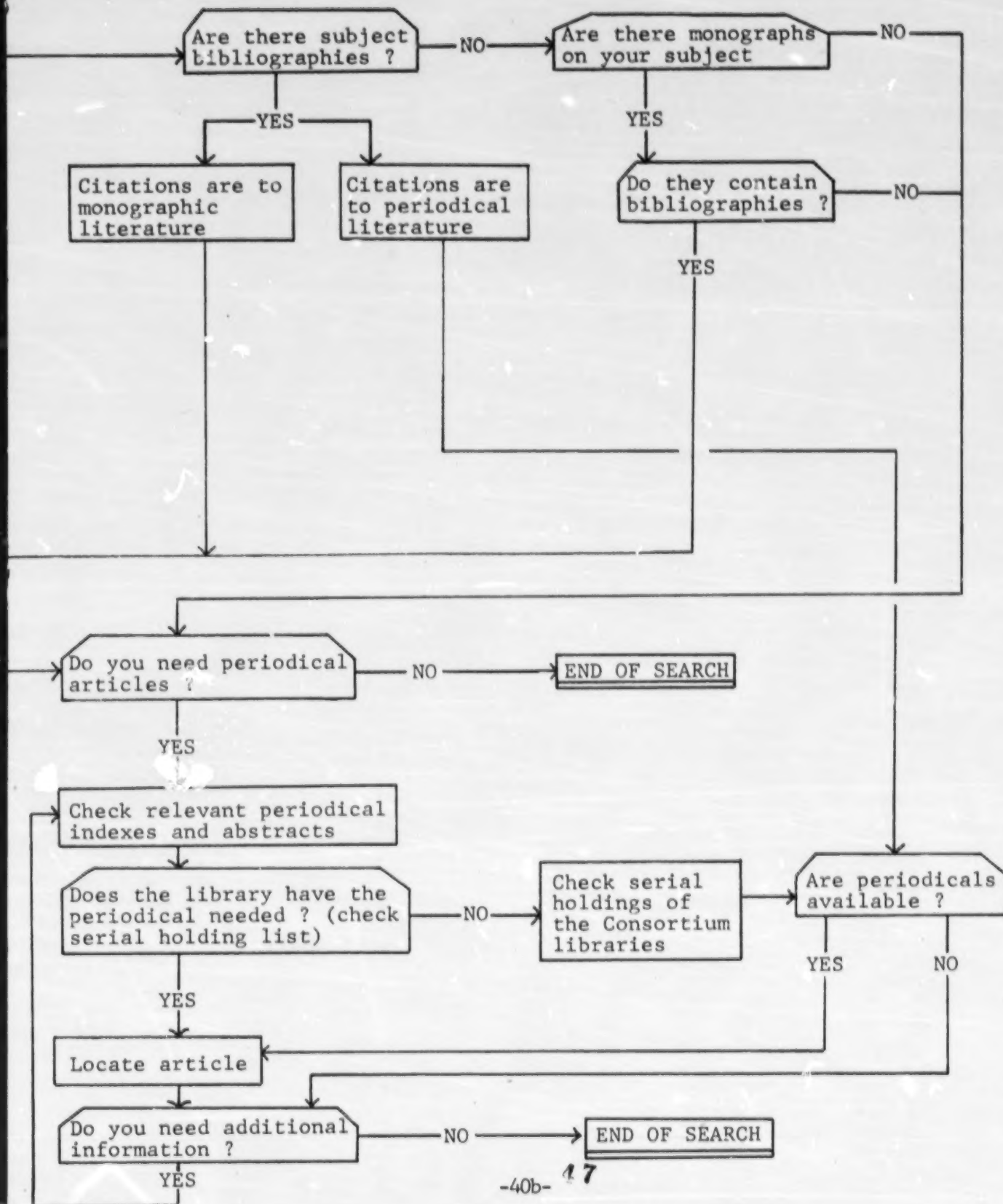
TECHNICAL WRITING (SCIENTIFIC)

RESEARCH

DISSERTATIONS, ACADEMIC

FLOW CHART FOR BASIC RESEARCH METHODOLOGY





APPENDIX

GENERAL INFORMATION COLLEGE OF CHARLESTON LIBRARIES

ROBERT SCOTT SMALL LIBRARY

This is the main library on campus, housing the major book, periodical, and special collections.

TOWELL LEARNING RESOURCES CENTER

This library provides all audiovisual materials such as audio cassettes, video cartridges, and slide sets. This facility also serves as a laboratory for the Modern Language and Fine Arts Departments.

COOPERATIVE MARINE RESEARCH FACILITY

This is a special library located at Fort Johnson, and houses materials related to marine science: estuarine and marine ecology, water quality, coastal zone management, and related fields. This collection serves the needs of undergraduates and master's degree candidates in the field of marine science.

LIBRARY HOURS

ROBERT SCOTT SMALL LIBRARY

Mon - Thurs	8:00 a.m. - 12:00 Midnight
Friday	8:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 6:00 p.m.
Sunday	2:00 p.m. - 12:00 Midnight

Special Collections

Mon - Fri	8:00 a.m. - 5:00 p.m.
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TOWELL LEARNING RESOURCES CENTER

Mon - Thurs	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	Closed
Sunday	5:00 p.m. - 10:00 p.m.

COOPERATIVE MARINE RESEARCH FACILITY

Mon - Fri	8:00 a.m. - 5:00 p.m.
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Courier service is available to and from the Cooperative Marine Research Facility and the Robert Scott Small Library.

The College of Charleston Libraries are ordinarily closed on the following holidays: New Year's Day, Thanksgiving Day, and Christmas Day. Special schedules for these and other holidays are announced as necessary. When classes are not in session, the libraries usually are open 8:00 a.m. - 5:00 p.m. Monday through Friday, and closed on the weekends.

LIBRARY TELEPHONE
NUMBERS

Robert Scott Small Library	792-5530
Towell Learning Resources Center	792-5652
Cooperative Marine Research Facility	795-6350

LIBRARY LENDING POLICIES

LIBRARY USERS

The College of Charleston Libraries are designed for the use of students, faculty, and staff of the College of Charleston. Under an agreement with member institutions of the Charleston Consortium, students, faculty, and staff may borrow materials from other member libraries upon presentation of a validated identification card, subject to the regulations of the lending library.

CHECKING OUT
LIBRARY MATERIALS

All faculty, staff, and students must present embossed, validated College of Charleston identification cards when checking out library materials. Reference materials, periodicals, and special collections do not circulate.

LOAN PERIOD

Undergraduate and graduate students may check out books for four weeks. At the end of this time the book may be renewed unless a "hold" has been placed on the title for another patron. No books may be renewed by telephone.

SPECIAL RESOURCES OF THE LIBRARY

COLLEGE AND
UNIVERSITY CATALOGS

College and university catalogs are located at the Reference Desk on microfiche. This collection, updated yearly on an alternating basis with the County Public Library, includes U.S. undergraduate and graduate catalogs, as well as a number of prominent foreign university catalogs. Catalogs for South Carolina schools are also available in hard copy.

EDUCATION CURRICULUM
LABORATORY

Selected primary and secondary educational textbooks, teachers' manuals and workbooks comprise this curriculum collection. Located on the Upper Level near the Juvenile Collection, the Education Curriculum materials circulate for one (1) week; non-renewable.

INFORMATION FILES

The Information Files contain pamphlets, booklets, and other such material covering a wide variety of current topics. Political, social, academic, scientific, educational, and recreational information is included. The booklets may be checked out of the library for a period of one week. Arrangement is alphabetical.

JUVENILE COLLECTION

The Juvenile Collection consists of an extensive number of children's books used in conjunction with education courses. The loan period is seven (7) days. This collection is located on the upper level, North wing. Books in this collection are not renewable. Location symbol: JUV.

NEW BOOKS

Selected new books are shelved on the Main Floor in the New Book area for browsing. These books circulate as regular books for four weeks.

SPECIAL COLLECTIONS

Books, pamphlets, periodicals, photographs, prints, posters, maps, college archives, manuscripts, tapes, etc. of rare quality are housed in Special Collections. Materials in these collections are designated by the location symbol: S.C. For assistance in using these materials, inquire in the Archives Department, Ground Floor of the Library.

TELEPHONE DIRECTORY COLLECTION

Telephone directories from major American cities, many foreign capitals, and South Carolina's larger communities make up this collection located in the Reference area. The directories are updated periodically. Arrangement is by state and then by city.

THE CHARLESTON CONSORTIUM

The Charleston Consortium provides increased educational opportunities in Charleston area colleges by coordination of resources, planning, and development. Consortium members are The College of Charleston, The Citadel, The Medical University of South Carolina, Baptist College at Charleston, and Trident Technical College. Thus, students attending any Charleston Consortium institution have access to the library facilities and information resources available at the other member colleges.

College of Charleston students with validated identification cards may borrow materials from Consortium libraries according to the circulation policies of each institution.

Baptist College at Charleston	797-4317
The Citadel	792-5116
Medical University of South Carolina	792-2371
Trident Technical College	553-2375
North Campus	
Trident Technical College	792-7163
Palmer Campus	

College of Charleston students may also use the facilities of the following neighboring libraries subject to the policies of each library.

Charleston County Library	723-1645
404 King Street	
Gibbes Art Gallery Library	722-2706
135 Meeting Street	
Charleston Library Society	723-9912
164 King Street	
South Carolina Historical	723-3225
Society Library	
100 Meeting Street	

GLOSSARY

- * **ABSTRACT:** A statement summarizing the important points of a given text.
 - * **ANTHOLOGY:** A collection of literary pieces, such as poems, short stories, or plays, usually suggesting a theme.
 - * **ARCHIVES:** An organized collection of records pertaining to an institution. A place where such records are preserved.
- AUDIO-VISUAL MATERIAL:** Sources such as tapes, records, cassettes, films, filmstrips. These materials are housed in the Learning Resources Center.
- BIBLIOGRAPHIC CITATION:** Contains, in precise format, the author, title, and facts of publication of each book or article used in a bibliography.
- BIBLIOGRAPHY:** A list of writings relating to a particular subject, period, or author; often accompanied by descriptive or critical notes, called annotations.
- * **BIOGRAPHY:** A written account of a person's life; a life history.
- BOOK REVIEW:** A critical analysis of a book, describing its subject matter, technical qualities, and usefulness.
- CIRCULATION AREA:** Area where books are checked out and returned.
- CITATION:** Contains the author, title, and facts of publication of a book or article.
- DEPOSITORY LIBRARY:** A library designated by law to receive part or all of the publications of the government.
- GOVERNMENT DOCUMENTS:** Any publication in book, serial, or nonbook form bearing a government imprint, e.g., the publications of federal, state, local, and foreign governments and of world organizations, such as United Nations, European Common Market, etc.
- INDEXES:** Guides for facilitating access to subject, authors, or titles in books or periodicals.
- JOURNAL:** A publication issued periodically and frequently published by and for a learned society or profession.
- LIBRARY OF CONGRESS CLASSIFICATION:** A system of classifying library materials using a combination of letters and numbers to form call numbers.
- MAGAZINE:** A publication issued periodically and typically containing stories, essays, poems, by many writers. A magazine may specialize in a particular subject or area.
- MAIN ENTRY:** The basic catalog entry; usually the entry under the author's name. Has the fullest particulars for the complete identification of the work. Contains the book's holdings. The main entry may be a personal or corporate name, or the title of an anonymous book.

MICROFORM: Any library material which has been photographically reduced in size for storage and protection purposes, and which must be read with the help of enlarging instruments, i.e. microfilm, microfiche, or ultrafiche.

MICROFORM READERS: Machines used to magnify microforms. The readers are exclusively used for either microfilm, microfiche, or ultrafiche.

MONOGRAPH: A scholarly book on a specific and usually limited subject.

NEWSPAPER: A publication usually issued daily or weekly and commonly containing news, comments, features, photographs, and advertising.

NON-PRINT MATERIAL: Audio-visual materials such as tapes, records, films, filmstrips, etc.

PERIODICALS: All regularly issued publications. Since magazines or journals appear at regular intervals, daily, weekly, monthly, quarterly, they are often referred to as periodicals.

REFERENCE BOOKS: Books such as dictionaries, encyclopedias, and atlases which are compiled to supply information of varying extent and are designed to be referred to rather than read through.

RESERVE MATERIALS: Books, periodicals, or other materials placed at the Reserve Desk by professors for their classes' use.

SERIALS: Works produced in parts or at intervals, such as periodicals.

SERIES: A succession of volumes or issues published with related subjects or authors, similar format, or continuous numbering.

* From The American Heritage Dictionary of the English Language, 1971 ed.